



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Classroom Helper
DEPARTMENT: Head Start
CLASS: Regular/Part-Time
SALARY: D.O.E
OPENING: July 15, 2013
CLOSING: July 24, 2013

SUMMARY OF JOB DUTIES:

The Classroom Helper is responsible for working cooperatively with the teacher or teacher aide and assisting in all realms of the classroom, playground, field trips or other planned activities. Also, fill in on Bus Aide responsibilities in absence of Bus Aide. And observe kids in classroom while the bus is picking up kids in the morning and afternoon.

ESSENTIAL JOB FUNCTIONS:

- Mandatory reporter of all incidents of child abuse and neglect;
- Assist in planning and implementing learning experiences that advance the intellectual and physical development of children,
- Assist in establishing and maintaining a safe, healthy learning environment;
- Assist in supporting the social and emotional development of children;
- Assist in encouraging the involvement of the families of the children in a head start program and the development of relationships between children and their families;
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Must be willing to or possess the ability to apply for courses in early childhood education leading to an Associate, baccalaureate, or advanced degree, in a certain time frame.
- Must maintain or obtain a valid driver's license within 3 months of the hire date;
- Submit to and pass required Drug Tests;
- Submit to and pass required Local, State, and Federal Background Checks;
- Submit to and pass annual Physical Examination;
- Maintain or obtain a current First Aide and CPR certification within 2 months of the hire date;
- Maintain or obtain a current Food Handlers certification within 2 months of the hire date;
- Must be computer literate;
- Strong oral, interpersonal and written communication skills.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, P. O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Pubic Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request to individuals with disabilities